



Grant Submission Form

**For Consideration for *County of San Diego Department of Environmental Health (DEH)*
Vector Habitat Remediation Program Funding
(FY 2013/14 Funding)**

General Information on the Project and Property

Project Name: _____

Applicant Name¹: _____

Phone / Fax / Email: _____

Name of Property: _____

General Location: _____

Jurisdiction: _____

Total Acres: _____

Acres Requiring Management: _____

Owner(s) of Property²: _____

Land Manager(s) of Property: _____

Project Type: ☐ Turnkey ☐ Study ☐ Assistance

Brief Project Summary (provide summary here - required)

¹ While collaboration is encouraged in the development of the grant proposal, the proposal must identify one organization as the lead entity which will enter into an Agreement with the County.

² If the applicant is not the landowner, please submit a letter or right-of-entry permit from the land owner granting permission to perform the activities as outlined in this proposal. Failure to provide the letter or right-of-entry permit could lead to disqualification.

FUNDING NEEDS SUMMARY

1. Please indicate an estimate of how much funding is being requested under the Vector Habitat Remediation Program and any matching funding proposed:

BUDGET ITEM	REQUESTED FUNDING AMOUNT	PROPOSED MATCHING FUNDS*	DESCRIPTION
Personnel Expenses Staff	\$	\$	Includes staff time for non-administrative work on the project
Personnel Administrative Expenses	\$	\$	Includes all staff time to administer the contract
Consultant Expenses	\$	\$	Includes all costs for consultant services
Other Direct Expenses	\$	\$	Includes all equipment, supplies, mileage, etc.
Indirect Costs	\$	\$	All indirect charges (e.g. overhead) on the project, if any.
TOTALS	\$	\$	

* if applicable

2. Are there matching funds available? ☐ Yes ☐ No

If yes, explain how matching funds are assured:

(Provide a brief response here - required)

PROJECT PROPOSAL(S)

The applicant will have the option to prepare a conceptual proposal for review and feedback by the County. Project applicants are not required to submit a conceptual proposal and can instead submit a detailed proposal directly. The conceptual proposal will involve the preparation of a short description and the basic elements of the proposed project, and the applicant will not need to prepare a detailed technical approach and cost estimate as part of the conceptual proposal. Conceptual proposals should be limited to 10 pages.

Using feedback on the conceptual proposal, if submitted, the applicant will then prepare a detailed proposal with more specifics on the technical approach and cost estimate. The detailed proposals should be limited to 25 pages.

Proposals will include the following sections (A) Project Purpose and Overview, (B) Scope of Work, (C) Budget including Tasks and Milestones, and (D) Project Schedule. The proposal should be attached to the end of the Grant Submission Form.

A. Project Purpose and Overview

The project applicant should prepare a narrative that clearly addresses the following key issues:

Mosquito Breeding

Project applicants are encouraged to contact the DEH staff to verify that the project site is a known breeding location and to get assistance in responding to these questions (Greg.Slawson@sdcounty.ca.gov or (858) 495-5358).

1. Is the site a known mosquito breeding location? ☐ **Yes** ☐ **No** If yes, please explain how you know this.

(Provide a brief response here - required)

2. Have there been complaints from surrounding property owners? ☐ **Yes** ☐ **No**

3. Is the site close to urbanized areas and/or sensitive receptors? ☐ **Yes** ☐ **No**

Habitat Management

1. Can the proposed activities be shown to be consistent with the DEH Wetland Design Guidelines for Vector Control included as Appendix A of the Vector Habitat Remediation Program Implementation Plan (posted at (http://www.sdcounty.ca.gov/deh/pests/pdf/VHRP_Implementation_Plan.pdf)? ☐ **Yes** ☐ **No**

2. Does the proposal use efficient and proven methods and/or strategies to address the habitat management for mosquito control? ☐ **Yes** ☐ **No**
3. What experience does the project applicant have with implementing the proposed activities?

(Provide a brief response here - required)

CEQA, Permitting, and Biological Significance

The project applicant must clearly state how the proposed project has or will comply with CEQA and all applicable local, state, and federal wetland and endangered species regulations. Please review and answer the following questions:

1. Is the project categorically exempt from CEQA? ☐ **Yes** ☐ **No** If yes, identify the appropriate Categorical Exemption and explain why the project applies. If a Notice of Exemption has been recorded, please include a copy in this proposal.

(Provide a brief response here - required)

2. If the project is not categorically exempt from CEQA, has CEQA review been completed? (No response required if the answer to Question 1 was "yes.") ☐ **Yes** ☐ **No**
- a. If so, does the CEQA document tier from the Programmatic EIR? What level of CEQA document was prepared? (Addendum to Program EIR, ND, MND, Supplemental EIR, Subsequent EIR). ☐ **Yes** ☐ **No**
- b. If no CEQA documentation has been prepared, what level of CEQA documentation will be required? Are there associated costs for CEQA compliance included in this proposal?

(Provide a brief response here - required)

3. Are there any federal, state, or local permits required for these activities? ☐ **Yes** ☐ **No**
- If so, please list what permits are needed. If permits have been obtained, include copies in this proposal. If permits are needed but have not yet been obtained, are there associated costs for these permits included in this proposal?

(Provide a brief response here - required)

4. Will the project qualify for coverage under the County's Master Streambed Alteration Agreement with California Department of Fish and Wildlife (CDFW), Programmatic Water Quality Certification with California Regional Water Quality Control Board (RWQCB) – San Diego Region, and Regional General Permit with U.S. Army Corps of Engineers (ACOE)? ☐ **Yes** ☐ **No**

5. Are mitigation measures required to be implemented for this project, as required by the CEQA document and/or federal, state, or local permits? ☐ **Yes** ☐ **No** If yes, are there associated costs for these mitigation measures included in this proposal?

(Provide a brief response here - required)

6. Will sensitive biological habitats and/or endangered species be potentially affected by the proposed action? ☐ **Yes** ☐ **No** If yes, list the sensitive habitats and species affected.

(Provide a brief response here - required)

7. How is the proposed project consistent with regional plans (NCCP, watershed management plans, etc.)?

(Provide a brief response here - required)

Note: Attach one copy of the CEQA documentation, permits (or other authorization/documentation verifying compliance), and associated technical documents if available.

Long-Term Maintenance

1. Does the proposed project include a long-term maintenance plan? ☐ **Yes** ☐ **No**
If yes, please describe.

(Provide a brief response here - required)

2. Is there a funding source for long-term maintenance? ☐ **Yes** ☐ **No** If yes, please describe.

(Provide a brief response here - required)

B. Scope of Work

The project applicant shall provide an overview of the proposed scope of work as part of the initial conceptual proposal submittal. For the detailed proposal, the project applicant will be required to describe the scope of work into discrete tasks with a task name, description of each task, quantify expected results, and discrete deliverable(s) for each task. Note: the detailed scope of work should include tasks for both quarterly reporting on the status of the grant project and a final report on the outcome of the grant project.

C. Budget

The project applicant shall provide an overview of the proposed project budget as part of the initial conceptual proposal submittal. For the detailed proposal, the project applicant shall be required to prepare a specific budget for each task described in the detailed scope of work (section B above). This should include both requested funds under the Vector Habitat Remediation Program and any matching funds proposed.

TASK # AND NAME*	TOTAL PROJECT COST	GRANT REQUEST	MATCHING
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS:	\$	\$	\$

* attach a separate table if more rows are needed.

D. Project Schedule

The project applicant shall provide an overview of the proposed schedule as part of the initial conceptual proposal submittal. For the detailed proposal, the project applicant shall attach a project schedule with specific start and end dates for each task described in the detailed scope of work (section B above).

TASK # AND NAME*	PROPOSED START DATE mm/dd/yy	PROPOSED END DATE mm/dd/yy

* attach a separate table if more rows are needed.

REQUIRED STATEMENTS FROM GRANTEE

- ☐ **Yes** ☐ **No** The proposed grantee has demonstrated that the project is located within San Diego County, including incorporated cities. Federal, Tribal, and other lands that do not pay the assessments that fund this program are excluded.
- ☐ **Yes** ☐ **No** The proposed grantee has provided documentary evidence of ownership. If proposed grantee is the land manager, a copy of conservation easement or other document showing their authority and responsibility to manage the land has been submitted. The County shall be the sole judge of whether submitted documentation is sufficient, and may request that additional documentation be provided at any time during the grant award process.
- ☐ **Yes** ☐ **No** The proposed grantee has read the Standard Agreement.
- ☐ **Yes** ☐ **No** The proposed grantee understands that all invoices must be accompanied by written support of the charges for requested reimbursement of grant funds.
- ☐ **Yes** ☐ **No** The proposed grantee has provided documentary evidence that the individual signing the proposal on behalf of a legal entity has been authorized by the relevant entity to enter into a contract with the County to perform the proposed work if a grant is awarded.
- ☐ **Yes** ☐ **No** The proposed grantee completed the application and answered all questions.

I have the authorization to submit this grant on behalf of my organization.

Grantee Name / Title (print or type)

Grantee Signature

Date